

RFQ for "Paper Shredder Machine" for BRAC Bank Ltd.

Submit your response to the following contact.

Company **BRAC Bank Ltd.**
 Buyer **Farzana Haque**
 Location **House No. 220/B**
Tejgaon Industrial Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH

Phone
 Fax
 E-mail **farzana.haque@bracbank.com**

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

This document has important legal consequences. The information contained in this document is proprietary of BRAC Bank Ltd.. It shall not be used, reproduced, or disclosed to others without the express and written consent of BRAC Bank Ltd..

Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Schedule.....	4
1.3 Negotiation Controls.....	4
1.4 Terms.....	4
1.5 Attachments.....	10
2 Lines.....	11
2.1 Line Information.....	11
2.2 Line Details.....	11
2.2.1 Line 1.....	11
3 Appendix: Alternate Lines.....	13
3.1 Instructions for Alternate Lines.....	13
3.2 Alternate Lines Template.....	13

1 Overview

1.1 General Information

Title	RFQ for Paper Shredder Machine	Outcome	Purchase Order
Buyer	Farzana Haque		
E-Mail	farzana.haque@bracbank.com		

1.2 Schedule

Preview Date		Open Date	12-Oct-2021 12:22:28
Close Date	17-Oct-2021 12:00:00	Award Date	
Time Zone	Bangladesh Time		

1.3 Negotiation Controls

Response Visibility	Blind
---------------------	--------------

Lines Settings

Rank Indicator	1,2,3...
Ranking Method	Price only

1.4 Terms

Instructions

BBL/Proc/RFQ/Y21/290- (200000900)

Dated: October 12, 2021

Subject: Request for Quotation (RFQ) for "Paper Shredder Machine" for BRAC Bank Ltd.

Dear Sir:

BRAC Bank Limited invites Technical and/or Commercial proposals for the requirement mentioned in the RFQ from reputed Electronic Manufacture/Retail Companies having experience in delivering world class technical equipment.

Please check following attached files for detail scope and instruction for your response

A) Annexure 1: Scope of work

GENERAL TERMS AND CONDITIONS:

-

1. **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
2. **Bid Submission/ Closing Date:** The bidder has to submit their Technical bid in BBL Fusion Portal by **12:00 PM October 17, 2021** (Bangladesh Standard Time). Vendor will submit Commercial proposal and technical proposal. The Purchaser reserves the right to reject any Offer submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
3. **Quotation Validity:** The Quotation shall be valid for minimum Three sixty five (365) calendar days from the Quotation submission/ bid closing date. However, during the tendering process if asked by the Bank, bidder shall be prepared to extend quotation validity.

4. **Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.**
5. Vendors must submit the filled up and signed (by minimum CXO or Director level) 'Supplier Relationship Declaration Form' attached below
6. In case a willing participant does not have Fusion ID or is not enlisted, they are requested to express their interest to participate by mail **within 16 Oct, 2021 at 6:00 pm** with the following documents To: **enlistment@bracbank.com** **CC: Ivy Rahman**
<ivy.rahman@bracbank.com>; Ariful Haque
<a.haque@bracbank.com>; Farzana Haque
<farzana.haque@bracbank.com> by email: (Mail size Should not exceed 10 MB)
 - a. Trade License/Certificate of Incorporation
 - b. TIN Certificate
 - c. BIN Certificate
 - d. Bank Solvency/Bank Statement
 - e. Company profile
 - f. Contact persons :Name, Mobile no, Email Address

7. **Point of Contact:**

Technical Issues and Commercial Issue

Ivy Rahman, Associate Manager, Procurement, Contact No: 01708453478

Farzana Haque, Officer, Procurement, Contact No: +8801729063952

Ariful Haque, Senior Manager, Procurement, Non IT Capex and Opex, Contact No: 01713350233

8. After quoting price in Oracle Fusion (BRAC Bank ERP system), bidder has to submit breakdown of price through a mail. If ERP/system price does not match with breakdown price then BBL will consider ERP/system price as final one. BBL also reserves the right to disqualify the vendor if price differ.

9. If procurement committee deems that the existing outcome of a particular Open tender is not suitable/viable/feasible/lucrative enough to meet BBL standard and expectation, the particular bid may be negotiated with most suitable vendor(s) or may be floated again as re-tender to allow participation that may ensure submission of better technical and commercial proposals to suit BBL need/expectation the best.

COMMERCIAL TERMS AND CONDITIONS:

-

1. Price and VAT and Tax: The quoted price must include carrying cost, maintenance, installation, commission, manual labor charge and any kind of charge thereof-if applicable. The price must also include applicable withholding Tax and VAT, which shall be deducted during payment as per Government rules and regulations.

2. Delivery Place & Time: The Bidder will deliver the product as per instruction of BBL Concerned department, on the Agreed Date of Delivery. The Delivery time must be mentioned in vendor's offer.

3. Liquidated Damages for Delay: The Bidder has to complete the entire work within the stipulated period as mentioned in clause no 2, in failure 5% of total contract value will be deducted for each Week delay but Penalty will be considered pro-rata basis. Bank will not consider any delay in delivery unless due to force majeure.

4. Payment Terms:No Advance shall be paid for supply of Products and Goods. However, on special occasions, such as for services and special products, advance may be provisioned based on discussion between the supplier/service provider and the bank. Payment will be made after successful completion of delivery of ordered product) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel of BRAC Bank Limited (Person's Sign, Name, PIN & Seal, if available). Payment will be made through Bank Account only. BBL will deduct all applicable withholding income Tax and VAT from the invoice at the time of payment as per Government Rules. Any advance payment and payment milestone fixation request is subject to BBL Policy and Management approval.

5. Bank reserves the right to conduct 2nd or multiple rounds of bid if deemed necessary.

6. BRAC Bank Limited reserves the right to call in the bill of Entry for availing applicable adjustment in the VAT or ATV at import stage.

7. **Any Terms/Conditions in Bidders' offer contradictory to this ITB may lead to disqualification.**

EVALUATION CRITERIA: 0 /Two Stage Techno-Commercial Evaluation and Scoring

The final selection will be done by the Technical and Price Negotiation Committee on the basis of combined Techno-commercial scoring. The total score will be arrived at by integrating the Technical Scores and Commercial Scores (separately for each unit) assigning 60% weightage to Technical Score and 40% weightage to Commercial Score

The proposals will be ranked in terms of Total Scores arrived at as above. The proposal with the highest Total Score (H1) will be the selected bidder and the price quoted by him will be taken as the bid winning price and will be considered first for award of contract.

Guidelines on Fusion Participation Contingencies

Dear Participants

Please see below precautionary guidelines regarding submission of bid through Fusion Portal:

1. Please ensure that your Internet connection is stable and fast.
2. Please log in the Fusion portal 30-60 minutes before the auction to confirm that you can log in successfully. In case of any issues, please mail to procurement concerned person immediately.
3. You are also advised to keep an alternative device (phone/laptop, etc.) in case there is any issue with your current device
4. In case of any browser issue, you are suggested to restart the browser (and PC, if needed) or clear cache memory of browser. In case the issue remains, please mail to procurement concerned person immediately.
5. For any technical difficulty or issue, please take a screenshot and mail to Procurement concerned before the bidding is over. No verbal request, mail without proof (screenshot) or communication after bidding is over may not be taken under consideration.
6. In case of technical difficulty that prevents one or more bidders from participating successfully, the bid may be cancelled and held at a later time. However, any technical difficulty, issues, lack of understanding, etc., arising from bidder's end shall not be entertained.

We look forward to your successful participation in the Bid.

Regards

Procurement Department

General Services Division

BRAC Bank Ltd.

Payment Terms
Shipping Method
Negotiation Currency **BDT (Taka)**

Freight Terms
FOB

Price Precision 2

1.5 Attachments

File Name or URL	Type	Description
Annexure-1(Price Anexure & Sp	File	
ITB-200000900.pdf	File	

2 Lines

Instructions

Paper Shredder Machine

Brand

Model

Country of Origin

Shred CD/Credit Cards

Duty Cycle

Noise Level

Shredding Speed

LED Alert, Touch Guard(Safety Features),
Bin Full, Overload, Overheat Alert

Price

Warranty

VAT (Included or Excluded)

2.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Paper Shredder Machine	1	PC				

2.2 Line Details**2.2.1 Line 1 Paper Shredder Machine***To provide an alternate line, see appendix.*

Category Name **CAPEX.OFFICE
EQUIPMENTS.AIR
CONDITIONER**

Item **OEACR00002**

Allow Alternate Lines **Yes**

Requested Date

Revision
Alternate Line Provided Yes No
Location

**House No. 220/B
Tejgaon Industrial
Area,
Gulshan Link Road
DHAKA 1208
BANGLADESH**

Start Price (BDT)

3 Appendix: Alternate Lines

3.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

3.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Quantity	
UOM	
Promised Date	
Note to Buyer	